

IMMUNIZATION PROGRAM CHILD PROFILE RECOMMENDED ORDER QUANTITY CALCULATION GUIDELINES

Use these guidelines to calculate Recommended Order Quantity based on the assigned order frequency. If the Recommended Order Quantity is zero or a negative number no vaccine should be ordered.

Remember to consider seasonality (e.g. back to school) when estimating the number of doses to be administered between orders.

Order Frequency - Monthly

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next two months (1 month plus 1 month of safety stock)	200
2	Subtract doses in physical inventory	<u>-100</u>
3	Recommended Order Quantity	100

Order Frequency - Every 2 Months

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next three months (2 months plus 1 month of safety stock)	300
2	Subtract doses in physical inventory	<u>-100</u>
3	Recommended Order Quantity	200

Order Frequency - Quarterly

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next four months (3 months plus 1 month of safety stock)	400
2	Subtract doses in physical inventory	<u>-100</u>
3	Recommended Order Quantity	300

Order Frequency - Every 6 Months

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next seven months (6 months plus 1 month of safety stock)	120
2	Subtract doses in physical inventory	<u>-40</u>
3	Recommended Order Quantity	80

Order Frequency - Annually

Step	Process	Sample Calculation
1	Estimate number of doses to be administered during next thirteen months (12 months plus 1 month of safety stock)	140
2	Subtract doses in physical inventory	<u>-30</u>
3	Recommended Order Quantity	110

If you have a disability and need this document in another format, please call 1-800-322-2588 (711—TTY relay).